

WORK SUMMARY

SEPTEMBER 2018



ACCOMPLISHMENTS

In a month, we are glad to report that we have accomplished for you the following:

- Regular website maintenance
- Social Media Posts
- Marketplace Maintenance
- Added an article in the blog
- Fixed the issue on cart price rule and the left side pop up
- Fixed site's mobile responsiveness
- Updated product descriptions
- Redesigned and set up website footer

TASK SUMMARY – APPROX

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Aldfrei Y.	UX/Graphic Designer	Web Edit - Add Color Names on photo	00:34
9/6/2018	Aldfrei Y.	UX/Graphic Designer	Web - Image cropping from pdf	02:11
9/7/2018	Edwin L.	UX/Graphic Designer	Business Card Update	00:32
9/11/2018	Aldfrei Y.	UX/Graphic Designer	Footer Redesign	00:31
9/12/2018	Edwin L.	UX/Graphic Designer	Layouting labor day banner	00:56
9/13/2018	Edwin L.	UX/Graphic Designer	Layouting labor day sale email blast	00:40
9/17/2018	Aldfrei Y.	UX/Graphic Designer	Layouting hydrogen water blog covers	01:01
9/18/2018	Aldfrei Y.	UX/Graphic Designer	Creating social media banners	03:00
9/19/2018	Edwin L.	UX/Graphic Designer	Layouting blog images	01:07
9/20/2018	Edwin L.	UX/Graphic Designer	Layouting blog page	01:00
9/25/2018	Edwin L.	UX/Graphic Designer	Header Revision	00:24
9/26/2018	Aldfrei Y.	UX/Graphic Designer	Layouting blog page	01:00
9/27/2020	Edwin L.	UX/Graphic Designer	Create Banners	03:25
9/28/2018	Edwin L.	UX/Graphic Designer	Revising banners	00:13
Total				16:34

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Roeland T.	Developer/Programmer	Update Banners	00:39
9/5/2018	Diana R.	Developer/Programmer	Add website voice to blog	00:27
9/6/2018	Roeland T.	Developer/Programmer	Debugging script.	00:07
9/7/2018	Jaybee R.	Developer/Programmer	Fixing mobile view category landing page	00:59
9/12/2018	Jaybee R.	Developer/Programmer	Remove product from daily deal	00:40
9/13/2018	Jaybee R.	Developer/Programmer	Upload subtitle	00:14
9/17/2018	Roeland T.	Developer/Programmer	Backup the site and transfer to local backup	02:44
9/17/2018	Jaybee R.	Developer/Programmer	Sale product on ebay	00:37
9/18/2018	Diana R.	Developer/Programmer	Add free shipping products	00:03
9/19/2018	Jaybee R.	Developer/Programmer	Mobile view product page	02:36
9/20/2018	Diana R.	Developer/Programmer	Add video on product page	00:14
9/21/2018	Diana R.	Developer/Programmer	Add another testimonial	00:04
9/25/2018	Roeland T.	Developer/Programmer	Fixing server	02:27
9/26/2018	Jaybee R.	Developer/Programmer	Revise listing	00:47
9/27/2018	Jaybee R.	Developer/Programmer	Adding/removing products on daily deal	01:02
9/28/2018	Jaybee R.	Developer/Programmer	Checking website glitches	03:42
Total				17:22

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Pauline S.	Social Media	Social Media Digital Materials	01:09
9/6/2018	Pauline S.	Social Media	Social Media Handling	02:08
9/7/2018	Pauline S.	Social Media	Free Shipping Social Media Post	00:08

9/13/2018	Pauline S.	Social Media	New Product Post	01:34
9/26/2018	Pauline S.	Social Media	Promo Titles - Digital Marketing Calendar	00:00
9/27/2018	Pauline S.	Social Media	Social Media Plan (Facebook)	01:24
9/28/2018	Pauline S.	Social Media	Social Media Handling	02:09
Total				08:32

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Ivan D.C.	Content Writer	Articles for Radio Programs	02:37
9/5/2018	Ivan D.C.	Content Writer	Blog posts	01:14
9/6/2018	Ivan D.C.	Content Writer	Product Page content	01:33
9/7/2018	Ivan D.C.	Content Writer	Social media blurb for blog post	00:12
9/13/2018	Ivan D.C.	Content Writer	Rephrase article for	00:20
9/18/2018	Ivan D.C.	Content Writer	Content for Return Policy Page	00:17
9/20/2018	Ivan D.C.	Content Writer	New banners + blurb for different occasions	00:42
9/21/2018	Ivan D.C.	Content Writer	Blog post	01:33
9/26/2018	Ivan D.C.	Content Writer	Homepage content	00:11
9/27/2018	Ivan D.C.	Content Writer	Blog article	01:46
Total				10:25

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	00:45
9/5/2018	Vianca R.	Project/Team Manager	Checking articles	00:20
9/6/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	01:04
9/7/2018	Vianca R.	Project/Team Manager	Site checking	01:09
9/13/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	01:31
9/18/2018	Vianca R.	Project/Team Manager	Social media post	01:25
9/20/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	01:08
9/21/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	01:26
9/26/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	00:51
9/27/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	00:16
9/28/2018	Vianca R.	Project/Team Manager	Work summary	00:39
Total				10:34

**Thank you for
working with us.**



Always Open Commerce

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